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Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 13-07

REMOVAL OF COURT FILES BY A MEMBER OF THE  
WASHINGTON STATE BAR ASSOCIATION

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Adopted: March 8, 2006  
Updated: June 28, 2007

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Snohomish County Superior Court hereby adopts the following for the authorization of removal of court files, as defined by GR 15, from the Courthouse and Charles R. Denney Juvenile Justice Center:

1. Members in good standing with the Washington State Bar Association shall be permitted to remove court files upon presentation of an authorizing court order and proper identification;
2. The order shall contain among other things, the name, signature and WSBA membership number of such attorney as well as his/her phone number and office address;
3. Persons removing court files from the office of the Clerk of the Court shall, before removal, personally verify with a clerk that no hearings are scheduled for the period of time the court file will be removed;
4. Any person removing court files pursuant to this order must comply with RCW 40.16.101 and SCLCR 79 and shall not take court files apart.
5. Removal of court files is limited to a period of ten (10) working days.

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6. This order does not preclude any WSBA from viewing any court file within the procedures established by the Clerks Office.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013

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Michael T. Downes, Presiding Judge

Supersedes: Reformatted February 20, 2013-no change to content; Updated 6/28/07; Adopted March 8, 2006